Time Recording and Time Approval

Chapter 4 – Time Reports

AASIS Support Center, Diane Hill
02/16/04, Revised to V4

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Time Reports
Time Management Pool - PT40
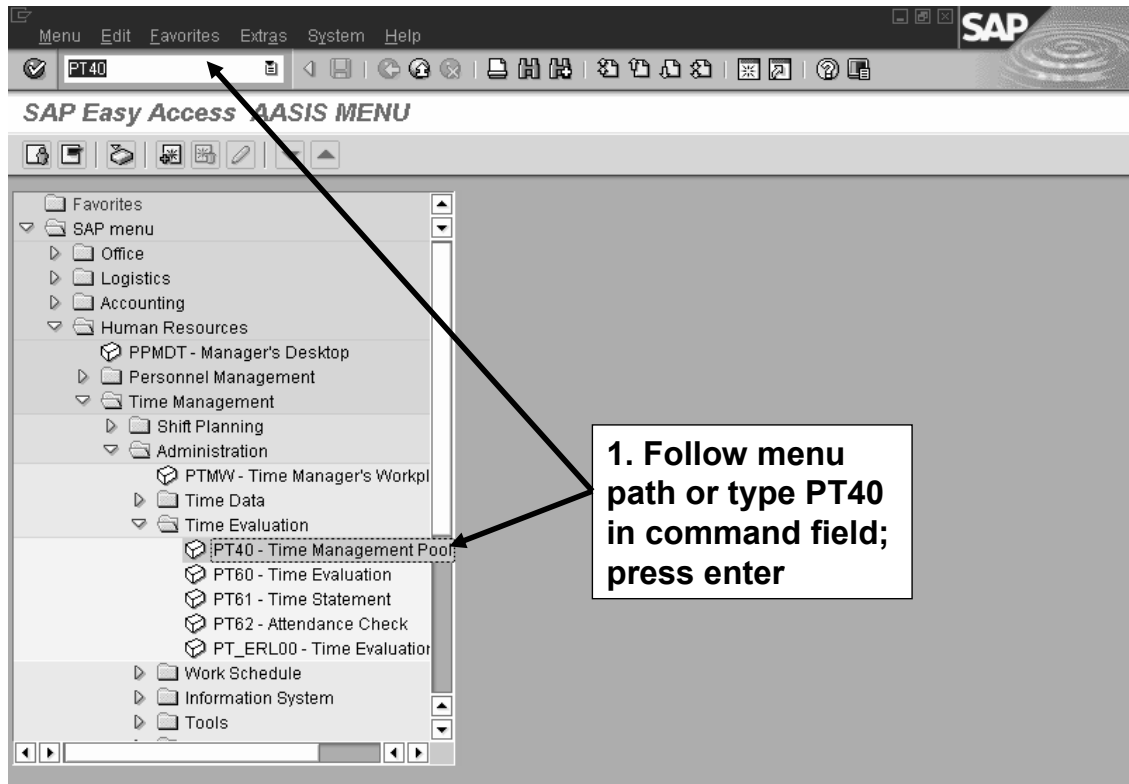
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This report will allow you to view attendances and/or absences entered on employees for a specified time frame.
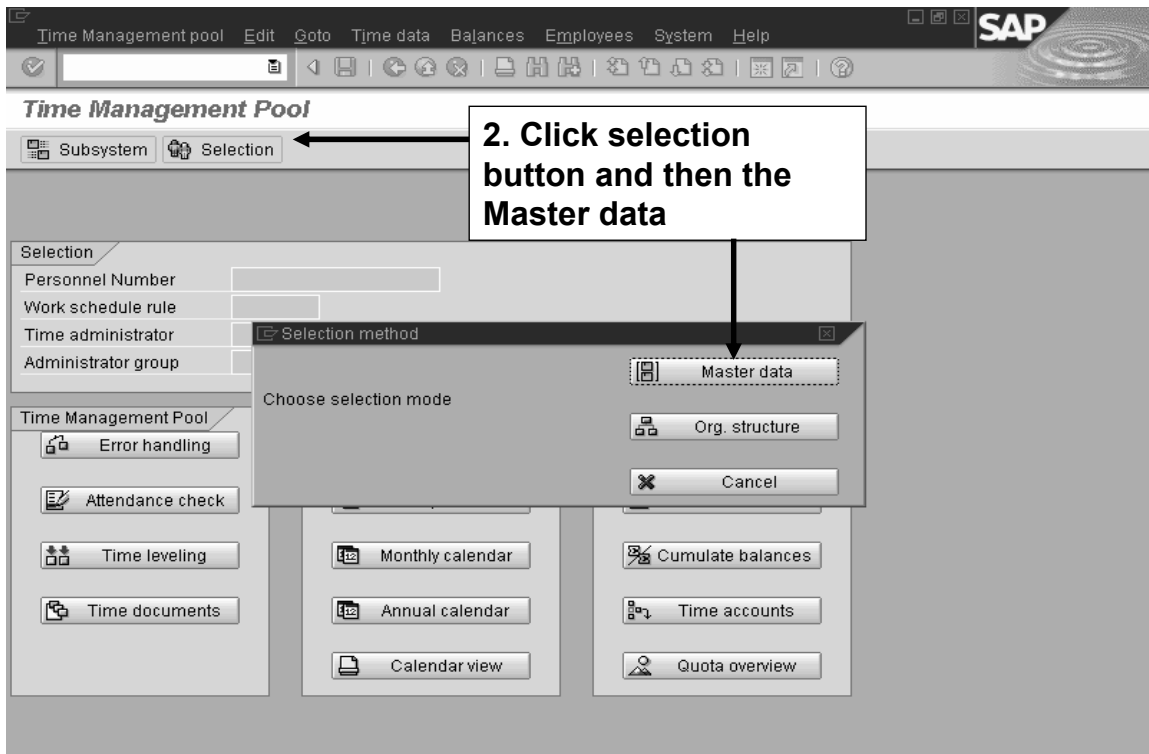
Menu path:

Human Resources > Time Management > Administration > Time Evaluation > Time Management Pool (PT40)

Time Reports
Time Management Pool - PT40

Time Reports
Time Management Pool - PT40

Time Reports
Time Management Pool - PT40

Time Reports
Time Management Pool - PT40

```
Program  Edit  Goto  System  Help
```

Attendance/Absence Data: Calendar View

| Further selections | ⇨ | Search helps |

Period
- ○ Today   ○ Current month   ● Current year
- ○ Up to today   ○ From today
- ○ Other period

Data Selection Period | ⊡   To

Person selection period   To

| Payroll period |

Selection

Personnel number   3   ⇨

Employment status   ≠ 0

Personnel area   ⇨

Personnel subarea   ⇨

Attendance/absence types for eval.

Absence types   to   ⇨

| ✔ | Evaluate absences only |

If you would like to view a period other than the calendar year, you can change the radio button to current month, today, other period, etc.   You can select the Payroll period button and view a specific payroll.

The personnel numbers that were selected previously are located in the multiple selection view indicated by the green.

Time Reports
Time Management Pool - PT40

Program   **Edit**   **Goto**   **System**   **Help**

Attendance/Absence Data: Calendar View

Further selections   ⇨   Search helps

Payroll period

Payroll area   I ⊙

● Current period

○ Other period

Period

> **Note: If you selected this view, you must enter the payroll area and specify the payroll period and year.**

Selection

Personnel number   3   ⇨

Employment status   ≠ 0   ⇨

Personnel area   ⇨

Personnel subarea   ⇨

> **OPTIONAL VIEW**

Attendance/absence types for eval.

Absence types   to   ⇨

✔   Evaluate absences only

Evaluate attendances only

Evaluate attendances and absences

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Time Reports
Time Management Pool - PT40

Program   Edit   Goto   System   Help

SAP

Attendance/Absence Data: Calendar View

7. Click to execute

Attendance/absence types for eval.

| Absence types | | to | |
| Attendance types | | to | |

Evaluate absences only

Evaluate attendances only

Evaluate attendances and absences ← **6. Click to evaluate attendances and absences of employees**

Select by att./absence category

Period displayed

◉ Monthly
○ Weekly
○ Alternative period

List format

⇨   Display organizational assignment

☑ Display texts on organizational assignment

☑ Generate statistics

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Time Reports
Time Management Pool - PT40

A key provided at the bottom shows the codes used for attendances and absences. You can also display any month for all employees by placing your cursor in the month and clicking on the multiple employee view icon.

Time Reports
Time Management Pool - PT40

This screen allows you to verify if those employees who do not have time entered are non-exempt and should have time entered.   Using this transaction is a good tool to help avoid employees from not being paid.

To evaluate the time further, double-click on an attendance or absence.

Time Reports
Time Management Pool - PT40

Time Reports
Time Management Pool - PT40

Time Management Pool

Subsystem | Selection

Selection
Personnel Number
Work schedule rule
Time administrator
Administrator group

1. Enter personnel number; press enter

Time Management Pool
- Error handling
- Attendance check
- Time leveling
- Time documents

Time Data
- Multiple entry
- Weekly calendar
- Monthly calendar
- Annual calendar
- Calendar view

Balances
- Time statement
- Balance overview
- Cumulate balances
- Time accounts
- Quota overview

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You can use this transaction to view how many attendances hours an employee has worked during a specific time frame in order to verify for Family Medical Leave criteria.

Time Reports
Time Management Pool - PT40

Time Reports
Time Management Pool - PT40

SAP

Time Management pool   Edit   Goto   Time data   Balances   Employees   System   Help

Time Management Pool

🔲 Subsystem   🔲 Selection   🔲 Display   ◀ ◀

Selection

Personnel Number	: E HILL
Work schedule rule	
Time administrator	
Administrator group	

Period

02/09/03   -   02/08/04   ◀———   **3. Enter time period**

Continue   Cancel

Time Management Pool

- 🔓 Error handling
- 📝 Attendance check
- 🔀 Time leveling
- 🔁 Time documents

Time Data

- 🗒 Multiple entry
- 📅 Weekly calendar
- 📅 Monthly calendar
- 📅 Annual calendar
- 🖨 Calendar view

Balances

- 🖥 Time statement
- 📊 Balance overview
- 📊 Cumulate balances
- 📋 Time accounts
- 👤 Quota overview

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Time Reports
Time Management Pool - PT40

Time Reports
Time Management Pool - PT40

Time Reports
Time Management Pool - PT40

List   Edit   Goto   Create   Extras   System   Help

Time Leveling: Document View

Time event | Absence | Attendance | Absence quota | Attendance quota

Document view

Person   **00000023 Lisa Moran**   Administrator   **THIS IS THE DOCUMENT VIEW**
Key date   02/19/2003

Personal work schedule

Days	Time	Hours	Daily WS	Day type	Holiday
02/19/2003	00:00-24:00	24.00	OPEN	Work/paid	

Absences

Days	V	Time	Hours	Absence type
02/19/2003		05:00-08:00	3.00	Annual Leave

Attendances

Days	V	Time	Hours	Att. type
02/19/2003		00:00-05:00	5.00	Attendance Hours Worked

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Display Working Times – CATS_DA


```
Menu   Edit   Favorites   Extras   System   Help
CATS_DA

SAP Easy Access

☐ Favorites
▽ 🗀 SAP menu
  ▷ 🗀 Office
  ▷ 🗀 Cross-Application Components
  ▷ 🗀 Logistics
  ▷ 🗀 Accounting
  ▽ 🗀 Human Resources
    ⬡ PPMDT - Manager's Desktop
    ▷ 🗀 Personnel Management
    ▽ 🗀 Time Management
      ▷ 🗀 Shift Planning
      ▷ 🗀 Administration
      ▷ 🗀 Incentive Wages
      ▽ 🗀 Time Sheet
        ▷ 🗀 CATS Classic
        ▷ 🗀 CATS for Service Providers
        ▷ 🗀 Approval
        ▽ 🗀 Information System
          ⬡ CATS_DA - Display Working Times
          ⬡ CATSXT_DA - Display Working Times and T
          ⬡ CATSXT_DTL - Working Times and Tasks:
          ⬡ CATC - Time Leveling
```

1. Follow the menu path or enter CATS_DA in the command field; press enter

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The menu path for Display Working times is Human Resources > Time Management > Time Sheet > Information Systems > Display Working Times.

This transaction is available to the following roles:

Agency Central Time Management

Time Management Specialist

Agency Time Management Supervision

You should use this transaction to verify that hours were approved for your employees.

Display Working Times – CATS_DA

SAP

Program   Edit   Goto   System   Help

Display Working Times

◇ OrgStructure   ◇ Search Help

Period	
Reporting Period	Current Year

> **2. Choose the desired 'Reporting Period' from the drop-down list**

Today
Key Date
All
Other Period
Current Month
Current Year
Past (until today)
Future (as of today)
Current Payroll Period
Other Payroll Period

Selection Criteria	
Personnel number	
Employment Status	
Company Code	
Cost Center	

Selection of Time Sheet

Basic Data	○
Receiver account assgmt	◇
Sender Account Assignment	◇
Data Sources	○

Output

Conversion to Unit of Measure	
Layout	
☐ Document Flow Analysis	

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Display Working Times – CATS _DA

Note: When choosing Other Period, you will have to enter a specified date range.

When choosing Current Payroll Period, you will have to enter in the Payroll Area.

When choosing Other Payroll Period, you will have to enter the Payroll Area and the Payroll Number and year.

Display Working Times – CATS_DA

You may enter multiple personnel numbers, cost centers, etc. by clicking on the multiple selection fields ⇨ .

Display Working Times – CATS_DA
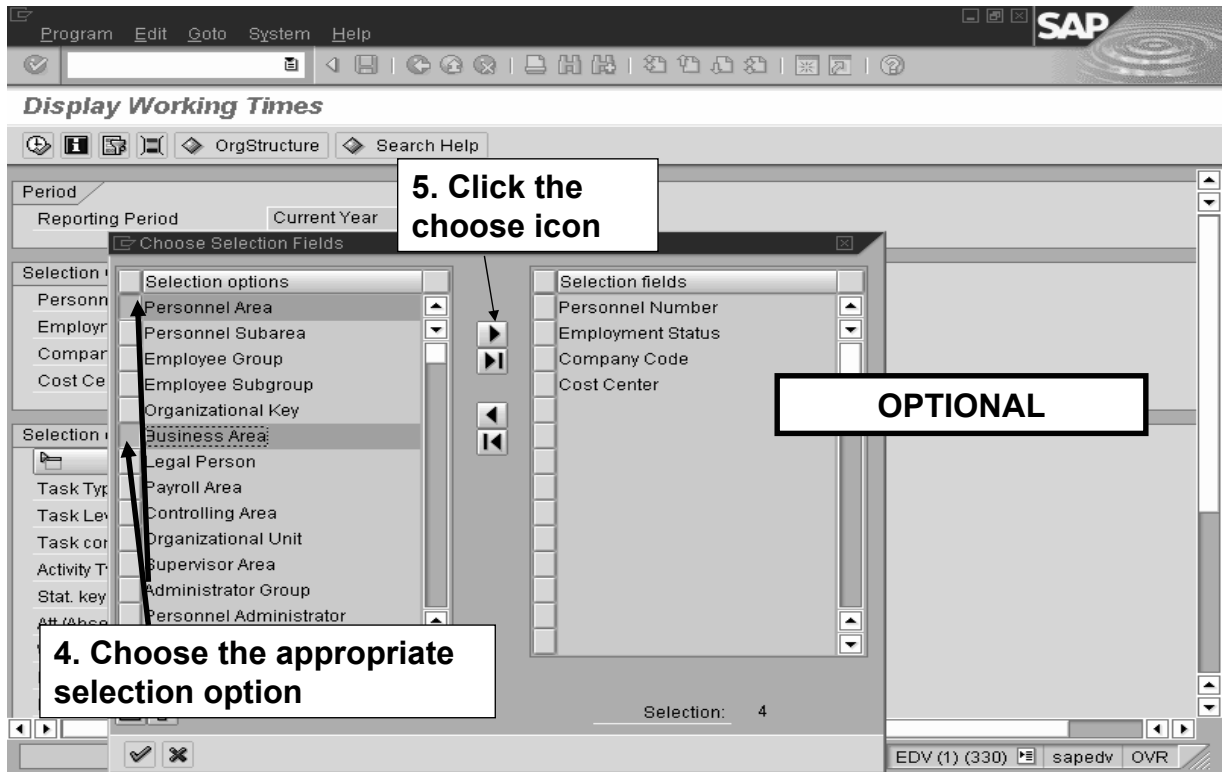
Display Working Times – CATS_DA

Display Working Times – CATS_DA

Note: The Basic Data is not used. You may
close this section by clicking on the Basic Data
tab.
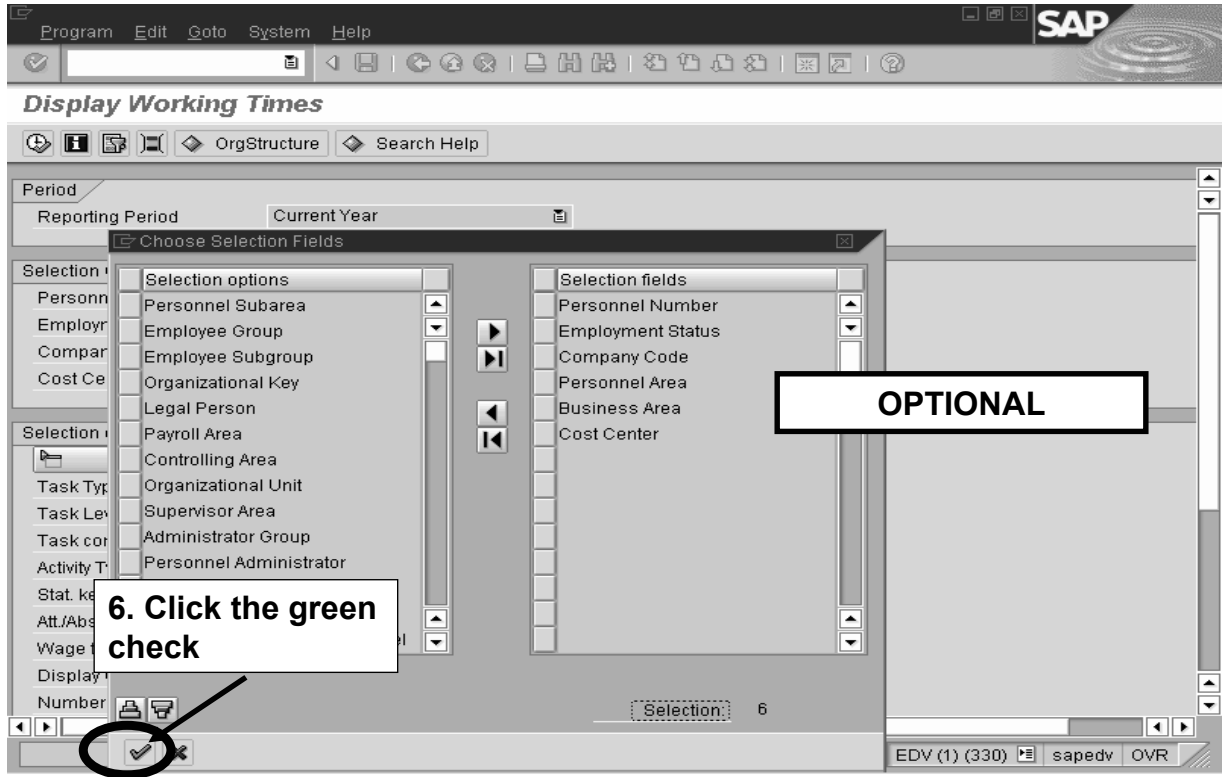
Display Working Times – CATS_DA

```
  Program   Edit   Goto   System   Help                                    SAP

  ⊘               ▤   ◁  🖫  🌀 🏠 ⊗  🖶 🛗 🛗  🗗 🗗 🗗 🗗  🔆 🗗  ⓘ 🗖
```

Display Working Times

🕘 ⬛ 🗗)◼(◈ OrgStructure   ◈ Search Help

Period

> **7. Click to execute**

	Current Year

Personnel number   ⇨
Employment Status   ⇨
Company Code   ⇨
Personnel area   FA01 ⊕   ⇨
Business Area   ⇨
Cost Center   ⇨

Selection of Time Sheet

🗀	Basic Data	○
🗀	Receiver account assgmt	◇
🗀	Sender Account Assignment	◇
🗀	Data Sources	○

Output

Conversion to Unit of Measure
Layout

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Display Working Times – CATS_DA

This screen will allow you to verify whether all employees have had their time approved for time specified.

Display Working Times – CATS_DA

Name			s	ΣNumber	MU	A/AType	Created on	Time	Created by	Last change	Time
Karen Li				8.000	H	ATTN	12/07/2003	16:24:37	PNORR	01/14/2004	09:24:54
				8.000	H	ATTN	12/07/2003	16:24:37	PNORR	01/14/2004	09:24:54
				8.000	H	ATTN	12/07/2003	16:24:37	PNORR	01/14/2004	09:24:54
		08/26/2003		8.000	H	ATTN	12/07/2003	16:24:37	PNORR	01/14/2004	09:24:54
		08/25/2003		8.000	H	ATTN	12/07/2003	16:24:37	PNORR	01/14/2004	09:24:54
		08/22/2003		8.000	H	ATTN	12/07/2003	16:24:37	PNORR	01/14/2004	09:24:54
		08/21/2003		8.000	H	ATTN	12/07/2003	16:24:37	PNORR	01/14/2004	09:24:54
		08/20/2003		8.000	H	ATTN	12/07/2003	16:24:37	PNORR	01/14/2004	09:24:54
		08/19/2003		8.000	H	ATTN	12/07/2003	16:24:37	PNORR	01/14/2004	09:24:54
		08/18/2003		8.000	H	ATTN	12/07/2003	16:24:37	PNORR	01/14/2004	09:24:54
	85			· 80.000	H						
Sara Treat	29	08/29/2003		8.000	H	ATTN	12/07/2003	16:25:30	TLLANGSTON	01/14/2004	09:28:04
		08/28/2003		8.000	H	ATTN	12/07/2003	16:25:30	TLLANGSTON	01/14/2004	09:28:04
		08/27/2003		8.000	H	ATTN	12/07/2003	16:25:30	TLLANGSTON	01/14/2004	09:28:04
		08/26/2003		8.000	H	ATTN	12/07/2003	16:25:30	TLLANGSTON	01/14/2004	09:28:04
		08/25/2003		8.000	H	ATTN	12/07/2003	16:25:30	TLLANGSTON	01/14/2004	09:28:04
		08/22/2003		8.000	H	ATTN	12/07/2003	16:25:30	TLLANGSTON	01/14/2004	09:28:04
		08/21/2003		8.000	H	ATTN	12/07/2003	16:25:30	TLLANGSTON	01/14/2004	09:28:04
		08/20/2003		8.000	H	ATTN	12/07/2003	16:25:30	TLLANGSTON	01/14/2004	09:28:04
		08/19/2003		8.000	H	ATTN	12/07/2003	16:25:30	TLLANGSTON	01/14/2004	09:28:04
		08/18/2003		8.000	H	ATTN	12/07/2003	16:25:30	TLLANGSTON	01/14/2004	09:28:04

Display All Dates
Only Released for approval
Only Approved

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If there are any employees whose time(s) has not been approved, you will be able to bring up only those employees by clicking on the Change Display icon and choosing Only Released for approval. If all employees are approved, this icon will be grayed out.

If time has not been approved, please contact the appropriate role to ensure employee is paid.